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WHISPERWRITER INSTRUCTIONS
COMMUNICATIONS VIA ITT

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I. PREPARING A MESSAGE

- 1) MOVE THE SWITCH TO POSITION 1. (LOCATED UNDER THE PAPER ROLL.)
- 2) CLEAR MEMORY- PUSH AND HOLD THE SHIFT AND CLEAR/HOME KEYS, AT THE SAME TIME.
- 3) ON THE FIRST LINE, TYPE IN THE AREA CODE AND TELEX NUMBER OF YOUR CORRESPONDENT, FOLLOWED BY THE PLUS (+) SIGN.
- 4) TYPE IN YOUR MESSAGE, MAKING ALL NECESSARY CORRECTIONS. END YOUR MESSAGE WITH 4 N'S AND 5 PERIODS.
- 5) REVIEW YOUR MESSAGE. PRESS THE CLEAR/HOME KEY, TO BRING THE MESSAGE BACK TO THE BEGINNING OF THE MEMORY, AND PRESS THE RUN MESSAGE KEY TO REVIEW YOUR TEXT. IF EVERYTHING IS CORRECT, YOU ARE READY TO SEND.

II. SENDING A MESSAGE

- 1) MOVE THE SWITCH FROM POSITION 1 TO POSITION 4. (UNDER THE PAPER ROLL)
- 2) DIAL THE LOCAL ACCESS NUMBER FOR ITT. (IN NEW YORK: 344-8320)
- 3) LISTEN FOR THE 1ST BEEP TONE: DO NOTHING
LISTEN FOR THE 2ND BEEP TONE: PRESS THE LIGHTED BUTTON ON THE MACHINE, AND HOLD IT DOWN.
LISTEN FOR THE 3RD BEEP TONE: RELEASE THE BUTTON, AND WAIT FOR THE LIGHT TO START BLINKING. THIS WILL BEGIN ON THE 4TH BEEP TONE. HANG UP THE PHONE AT THIS TIME. YOU ARE NOW CONNECTED TO ITT'S TIMETRAN COMPUTER.
- 4) AFTER YOU MAKE THE CONNECTION TO TIMETRAN, YOUR MACHINE SHOULD PRINT OUT "ITT, THE DATE, TIME, TIMETRAN 6A" THIS WILL BE FOLLOWED BY YOUR ANSWERBACK, WHICH YOUR WHISPERWRITER WILL AUTOMATICALLY DELIVER. (IF YOU DO NOT RECEIVE ALL OF THIS WITHIN 5 SECONDS AFTER THE CONNECTION, PRESS THE RETURN KEY TO PROMPT TIMETRAN.
- 5) AFTER YOU SEE YOUR ANSWERBACK, PRESS THE CLEAR/HOME KEY TO BRING THE MESSAGE BACK TO THE BEGINNING,, AND THEN PRESS THE RUN MESSAGE KEY, TO SEND THE MESSAGE TO TIMETRAN.
- 6) THE 4 N'S AND 5 PERIODS WILL SIGNAL TIMETRAN THAT YOUR MESSAGE IS FINISHED, PROMPTING TIMETRAN TO SEND BACK A "CALL ACCEPTED" AND A REFERENCE NUMBER.

TIMETRAN NOW HAS YOUR MESSAGE, AND WILL BEGIN ATTEMPTING DELIVERY WITHIN A FEW MINUTES. ONCE TIMETRAN DELIVERS THE MESSAGE IT WILL SEND YOU BACK A NOTICE OF DELIVERY TO YOUR INSURE MAILBOX. HOW DO YOU GET THAT?

III. RECEIVING A MESSAGE: INSURE FORMAT- ACCESSING YOUR MAILBOX

- 1) DIAL YOUR LOCAL ITT ACCESS NUMBER, AND MAKE YOUR CONNECTION. TIMETRAN IN THE USUAL MANNER.
- 2) AFTER YOU RECEIVE YOUR ANSWERBACK, PRESS THE RETURN KEY, AND TYPE IN THE FOLLOWING FORMAT. YOU ARE ACTUALLY COMMANDING TIMETRAN TO SEND YOU YOUR AWAITING MESSAGES.

:SEND MESSAGES
PASSKEY

THE ENTIRE EXCHANGE WILL LOOK LIKE THIS:

ITT 08 10 0900 TIMETRAN 6A
YOUR ANSWERBACK
:SEND MESSAGES
PASSKEY

- 3) TIMETRAN WILL THEN COMEBACK IMMEDIATELY AND TYPE OVER YOUR PASSKEY (TO MAINTAIN IT'S SECRECY) AND THEN DELIVER YOUR MESSAGES ONTO YOUR WHISPERWRITER. IF THERE ARE NO MESSAGES IN MAILBOX, TIMETRAN WILL SAY JUST THAT. AFTER ALL MESSAGES HAVE BEEN DELIVERED, TIMETRAN WILL TERMINATE THE CONNECTION.

NOTE:

----- IF YOU HAVE JUST FINISHED SENDING A MESSAGE, AND YOU HAVE MESSAGES WAITING FOR YOU IN YOUR MAILBOX, TIMETRAN WILL TELL YOU THIS AFTER THE "CALL ACCEPTED" AND REFERENCE NUMBER OF YOUR MESSAGE. TIMETRAN WILL COMEBACK AND SAY: "MESSAGES WAITING." SINCE YOU ALREADY HAVE A CONNECTION TO TIMETRAN, YOU SIMPLY PRESS THE RETURN KEY, AND TYPE IN:
:SEND MESSAGES
PASSKEY

TIMETRAN WILL DELIVER YOUR MESSAGES TO YOUR TERMINAL IN THE SAME MANNER.

I HOPE THAT THESE INSTRUCTIONS HAVE BEEN HELPFUL. AS ALWAYS, IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CALL ME TOLL-FREE:
800-424-1170

WITH BEST REGARDS, I AM,
SINCERELY,

ITT WORLD COMMUNICATIONS